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Report for Week Ending 18 April 1956 from

FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Report Study

25X1A9a

25X1A9a

Based on a previous verbal agreement between Messrs [REDACTED] and [REDACTED] 25X1A8a
[REDACTED], OO to eliminate "Date Acquired" from the Information Report Forms
we attempted to drop this item from the proof copy of the newly revised
Form 1d, the OO/C Information Report Form. A routine attempt by [REDACTED] 25X1A9a
OO/C,ARO to verify this agreement with Mr. [REDACTED] resulted in his decision 25X1A9a
to withhold his approval of this change pending a sampling of OO customer
reaction. At our urging he agreed to poll the OO customers by telephone
and advise us of their reaction by 23 April 1956. Approval of the proofs
will be withheld pending the results of this poll.

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General Information

1. Forms Authorized for Field Use ([REDACTED]) - Two groups of forms of
interest to certain Far East Stations are being checked to determine which
may be approved for field use. The first group, covering 608 forms listed
in 4 attachments is over 33 1/3% complete. The second group consists of a
requisition for 233 forms which is now over 50% complete. Offices of
primary interest are now being checked on an individual expedited basis.
We hope to release the requisition next week.. 25X1A9a

2. Form No. 70 "Printing Services Requisition" ([REDACTED]) - Paper bid samples 25X1A9a
have been received from GPO on this form. After discussions with Mr. [REDACTED]
Printing Services Division, Logistics it was agreed that the samples
were unsatisfactory and should be rejected. The most objectionable feature
was the bleed through and smudging of the carbon. The carrying paper appears
to be a "casein coated" book paper, back coated with a standard carbon
rather than carbon which was requested in our specifications. Steps are
being taken to acquire the form as originally requested, either by having
GPO rebid the job or by obtaining a waiver and effecting direct procurement.

Pending Projects

DD/P Area

25X1A9a

1. Revision of Personal Record Questionnaire (Part I) Biographical Informa-
tion Form No. 51-95, dated May 1950 ([REDACTED]) - The revision of this form
which was started several months ago and subsequently set aside because of
press of other matters, has now been taken up again. The preliminary draft,
which is following somewhat along the lines of the recently revised, but as
yet unprinted, Personal History Statement, is expected to be completed with-
in the next few days.

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2. Revision of Specifications on File Index Cards, Form No. 670 ([REDACTED])
This form which has been used for sometime by [REDACTED] and which is scheduled for use
by [REDACTED] in large quantities has not as yet proven 100% satisfactory
because of the smudging characteristics of the carbon obtained from
commercial sources thru GPO. Exception was taken to the "restrictive"
nature of the carbon specifications by the Public Printer on our initial
order. These carbon specifications were subsequently broadened sufficiently
to satisfy GPO requirements. This change however resulted in procurement
of an inferior product and great customer dissatisfaction. We hope to
correct this situation again rewriting the specifications in such a positive
manner that GPO will have no choice but to either furnish a product which
will meet Agency requirements or grant us a waiver for direct procurement.

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Sanitized - Approved For Release :
 CIA-RDP70-00211R000200100100-6

Pending Actions Summary

Type	DD/I	DD/P	DD/S	STOCK	TOTAL
New	3	10	7	-	20
Revision	2	4	13	-	19
Reprint	-	1	1	35	37
Total	5	15	21	35	76

Completed Actions Summary

Type	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
New	3	2	2	-	7	36,000
Revision	-	-	3	-	3	93,500
Reprint	3	-	10	5	18	240,000
Total	6	2	15	5	28	369,500

Redesignated 1

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